

General Engineering Services & Local Government Pool
July 1, 2007 through June 30, 2009
DRAFT Schedule

DM# 52194

Task Description	Beginning Date	Ending Date	Person Responsible
Request input from PM's & Consultants on Pool	Wed, Oct 18		Gaye
Feedback due from PM's & Consultants	Mon, Oct 30		PM's & Consultants
Prepare for discussion w/FHWA	Tues, Oct 31	Mon, Nov 13	Stan / Gaye / Fred
Caps/Limits discussion w/FHWA	Week of Nov 27		Stan / Gaye / Fred
Draft Memorandum of Understanding w/FHWA on consultant selection caps	Thurs, Oct 30	Fri, Dec 15	Gaye
Update Pool Request for Qualifications (RFQ) text	Thurs, Oct 30	Fri, Dec 15	Gaye
Update RFQ work discipline descriptions	Tues, Jan 2	Wed, Jan 31	Discipline Managers
Select & notify Pool Selection Team Members	Thurs, Feb 1		Gaye
Finalize RFQ text	Thurs, Feb 1		Gaye
Email RFQ to Marg for newspaper advertisement (Task T67)	Fri, Feb 16		Gaye
Email RFQ to Barry for posting on web	Wed, Feb 21		Gaye
1st of 5 advertisements in newspapers	Sat, Feb 24		N/A
Post RFQ on web	Mon, Feb 26		Barry
Statements of Qualifications (SOQ's) due	Tues, April 10 (Before 11:00 a.m.)		Consultants
Sort/Log SOQ's	Wed, Apr 11	Tues, Apr 17	Gaye & CS
Distribute SOQ's to Selection Team Members	Wed, Apr 18	Tues, Apr 24	CS
Email scoring files to Selection Team Members	Wed, Apr 18	Tues, Apr 24	Gaye
Selection Team Members review/evaluate/score SOQ's	Wed, Apr 25	Fri, May 18	Team Members
Selection Team Members email scoring files back Gaye	Fri, May 18		Team Members
Tally scores	Mon, May 21	Wed, Jun 6	Gaye
Determine qualified consultants from scores (threshold/cut off score)	Wed, Jun 13		Gaye & Stan
Email Barry new Pool list of qualified consultants by work discipline	Fri, Jun 22		Gaye
Post new Pool on web	Fri, Jun 28		Barry
New Pool period	July 1, 2007	June 30, 2009	Consultants
Compile debrief scores and distribute to consultants	Mon, Jul 2	Tues, Jul 31	Gaye & CS
NOTE: Any Questions? Contact Gaye Hettrick, 801-965-4639, ghettrick@utah.gov			